



Jeb Bush
Governor

Department of Environmental Protection

Twin Towers Building
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

David B. Struhs
Secretary

Attachment # 4
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TO: County Recycling Coordinators

FROM: Shannan Reynolds
Waste Reduction Section, Recycling Program
Florida Department of Environmental Protection
2600 Blair Stone Rd. MS 4570
Tallahassee, FL 32399-2400
Phone: 850-245-8716 (Suncom 205-8716)

DATE: July 8, 2003

SUBJECT: Year 6 (Fiscal Year 2003-04) Innovative Recycling/Waste Reduction Grant Awards

This memorandum provides information regarding:

- (1) Final Grant Awards
- (2) Instructions for grantees
- (3) Grants timeline
- (4) DEP Grant Projects Managers

(1) FINAL GRANT AWARDS

The Legislature, in conjunction with DEP, has selected the following projects for funding:

Manatee County: Green Building Strategies: Hospitals Construction Project	\$ 200,000
City of Crestview: Geohay	\$ 200,000
Palm Beach County: Building Materials Reuse Center	\$ 200,000
Leon County: Use of Waste Materials as Aggregate in the Manufacture of Pre-cast Concrete Products	\$ 150,000
Total	\$ 750,000

(2) INSTRUCTIONS FOR GRANTEES

In order to proceed with grant award agreements, I will need the following items and information from all Innovative Grantees by **5PM on Friday, August 5, 2003**:

"Protect, Conserve and Manage Florida's Environment and Natural Resources"

Printed on recycled paper.

- A **detailed scope of services** which aligns the project timeline with deliverables and costs/expenditures. The scope of service must include the project timeline with specific deliverables and associated costs. Project costs need to be task specific. After the project begins, these costs should coincide with progress reports and reimbursement paperwork. **(Please have a summary listing of the deliverables at the beginning of the scope of services).**
- A **signed environmental certification form**. This statement verifies that an appropriate environmental expert has carefully reviewed the project and has addressed any environmental safety issues or impacts. The form is attached.
- The name of the **official County Project Manager**.
- The name of the **authorized County representative** who will sign all reimbursement requests.
- The **County FEID number and address** where grant payments should be sent.

(3) GRANTS TIMELINE

08/05/03 Grantees submit scope of services and signed environmental certification form to DEP.

09/06/03 DEP sends Grant agreements to grantees for signature execution.

10/06/03 Grantees return signed grant agreement to DEP.

Project reporting periods and reimbursement submittal requirements will be stated in each Grant Agreement.

(4) DEP GRANT PROJECTS MANAGERS

Manatee County	Michael Ohlsen	(Michael.Ohlsen@dep.state.fl.us)
City of Crestview	Karen Moore	(Karen.S.Moore@dep.state.fl.us)
Palm Beach County	Suzanne Boroff	(Suzanne.Boroff@dep.state.fl.us)
Leon County	Shannan Reynolds	(Shannan.Reynolds@dep.state.fl.us)